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SPACE INVENTORY AND UTILIZATION MANUAL FOR THE COMPREHENSIVE FACILITIES PLANNING STUDY.

ARKANSAS STATE COMM. ON COORD. OF HIGH. ED.FINANCE

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THIS MANUAL DIRECTS THE COMPILATION OF SPACE DATA SUCH AS INVENTORIES AND UTILIZATION RATES OF HIGHER EDUCATION INSTITUTIONS IN THE STATE OF ARKANSAS. IT IS INTENDED TO BE THE WORKING MANUAL FOR THE FIRST PHASE OF A COMPREHENSIVE MASTER PLAN WHICH WILL BE CONDUCTED IN THE FISCAL YEARS 1968 AND 1969. THE MANUAL CONTAINS PROCEDURES FOR CONDUCTING A FACILITY INVENTORY AND SPACE UTILIZATION RESEARCH, DEFINITIONS OF TERMS USED IN THE INVENTORY OF ROOMS, BUILDINGS, AND SITES, THE NECESSARY DATA FORMS TO BE USED FOR THE INVENTORY AND INSTRUCTIONS FOR COMPLETING THE INVENTORIES. THE APPENDIXES ARE DIRECTED TO PROVIDING SPECIFIC INFORMATION FOR THE ARKANSAS PUBLIC INSTITUTIONS OF HIGHER EDUCATION. (BH)

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SPACE INVENTORY AND UTILIZATION MANUAL

State of Arkansas
COMMISSION ON COORDINATION OF HIGHER EDUCATIONAL FINANCE

LITTLE ROCK, ARKANSAS

SPACE INVENTORY AND UTILIZATION MANUAL

for

The Comprehensive Facilities Planning Study

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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COMMISSION ON COORDINATION OF HIGHER EDUCATIONAL FINANCE

JULY, 1967

INTRODUCTION

This manual is designed to give direction to the institutional representatives who will compile the requested space data for their institutions. The space data collection system described in this manual is the first part of a comprehensive facilities planning study which will be conducted during Fiscal Years 1968 and 1969. The study will be totally financed by Federal funds under Title I, Section 105 (B) of the Higher Education Facilities Act of 1963. The final report of the study will contain a projection, by institution, of the cost of facility needs of Arkansas private and public institutions of higher education.

The Commission staff in preparing this manual made extensive use of information contained in space data collection manuals from Virginia and Oklahoma. In order to insure that the Arkansas space data will be comparable with national and regional space data, the definitions for classifying rooms by type and functional use developed by the National Facilities Classification Structure Committee were incorporated into this manual with only minor revisions.

This manual is divided into two major sections. The first contains definitions of terms used in the room, building and land inventory forms and the last section contains the forms and instructions for completing the room, land, and building inventory forms. The completed Building Inventory Forms for all buildings except Residential Facilities and Land Inventory Forms are due in the Commission office by September 1, 1967. On or before December 8, 1967, the completed Room Inventory Forms and the Building Inventory Forms for Residential Facilities should reach the Commission office.

Institutional representatives are encouraged to contact the Commission staff when clarification of the definitions or instructions is needed.

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A

DEFINITIONS

GENERAL DEFINITIONS

Assignable Square Feet: This is the usable interior area in a room. This area should be determined by measuring between the inside walls of a room including space in built-in wall shelves and storage cabinets. An obstruction which individually reduces the usable space in a room by more than ten square feet should be deducted from the room area. The assignable area of a room should be rounded to the nearest square foot.

Gross Square Feet: The outside square feet measurement of a building. This area should be determined by measuring between the outside of the exterior walls. It should be the sum of the areas of all the floors of the building including finished basements and mezzanines. Unfinished "crawl-space" under a floor should not be included.

Room: Interior space enclosed by walls or separated from other similar places by walls or partitions. Partitioned areas within a large room as well as corridors, lobbies, elevators and stairwells used as circulation areas should be considered as individual rooms. An area with folding partitions which are used to create two or more rooms within this area should be considered as only one room.

Room Type: The classification of a room which is determined primarily by the specific use of the room as well as the room design and the equipment and furniture in the room. Examples are classroom, laboratory office, etc.

Directly Serves: The term, "directly serves", as used in defining service rooms, does not mean that a room must adjoin the room or area which it serves but that the activity in the service room is an extension of the activities in the primary room.

Facilities to be Inventoried: Only rooms which are owned, leased, or used by other agreements by the institution should be reported in this study.

Functional Use: The broad area of institutionsl operation served by the room, i. e., instruction, research, athletics, etc. Thus, an office (under the room type code) might be classified in any of the functional use categories depending upon the operational area in which the occupant of the office is involved.

Station: The area necessary to accommodate one person at a given time. A station in a classroom or laboratory is considered to be the area occupied by a chair, seat, laboratory desk, or some other facility necessary to accommodate one student during an instructional period. Stations for instructors in classrooms and laboratories should be excluded. A station in an office is considered to be a desk and a chair and other office-type equipment required to accommodate one person. A station in a study and stack room is a chair and/or other equipment necessary to be used in conjunction with a chair, a carrel or any other equipment provided for the purpose of accommodating a student for study purposes. A station in conference rooms, assembly rooms, food facilities, etc., is any equipment provided for accommodating a person while he is carrying out

the intended activities. A station in Athletic Facilities Spectator Seating Areas is twenty-four inches of linear seating unless otherwise marked. A station in a dormitory is a single bed or other sleeping accommodation for a single person or a particular amount of area and equipment intended for the living quarters of one individual. A station in a Multiple Family Dwelling is the area intended to accommodate a family. This area is usually referred to as an apartment.

Actual Number of Stations: The physical number of chairs, seats, etc., located in a room as of the date of the space inventory.

Optimum Number of Stations: It is the number of stations that could be contained in a room without hampering materially the activity. This decision should be made in consultation with the appropriate person in charge of the activity (e. g., Department Chairman, Dean of Students, Librarian, etc.).

Building Condition Classification:

(a) Temporary

A building will be classified "temporary" if it is of wood-frame construction and/or was constructed to serve for a short time only.

(b) Permanent

A building will be classified as permanent if the building is of a permanent-type construction, such as brick or masonry, and if the present condition of the building is such that it is considered to be usable for several years with normal maintenance and upkeep.

(c) Obsolete

A building will be judged "obsolete" if (1) on advice of competent architect and/or engineer employed by the Commission, the structure is considered unsafe for use; or (2) it is determined by competent architect and/or engineer employed by the Commission that the building would require major renovation to make it adequate and that the cost of such renovation of the building would generally exceed sixty percent (60%) of the cost of a new structure of like character.

Primary Use: The intended purpose for which the room is designed and/or the extent which it is used for this purpose. For example, a laboratory may be utilized several hours during the week for classroom purposes. In such cases, the room would carry a laboratory classification.

TYPE OF ROOM CLASSIFICATION

100 CLASSROOM

- 110 Classroom
- 120 Classroom Service

200 LABORATORY

- 210 Class Laboratory
- 211 Special Class & Self-Study Laboratory
- 212 Physical Education Laboratory
- 220 Class Shop
- 230 Instructional Lab '. Shop Service
- 250 Non-Class Laboratory (research)

300 OFFICE FACILITIES

- 310 Faculty Office
- 311 Other Office
- 320 Conference Room
- 350 Office & Conference Room Service

400 STUDY FACILITIES

- 410 Study and Stack Room
- 450 Study and Stack Room Service

500 SPECIAL USE FACILITIES

- 510 Armory Facilities
- 520 Athletic Facilities
- 521 Athletic Facilities Spectator Seating
- 525 Athletic Facilities Service
- 530 Audio-Visual, Radio, T. V. Facilities
- 540 Clinic Facilities
- 550 Demonstration Facilities
- 555 Demonstration Facilities Service
- 570 Farm Facilities (barns, silos, animal shelters)
- 590 Other Special Use Facilities (Last Resort)

600 GENERAL USE FACILITIES

- 605 Assembly Facilities (theatres, auditoriums, chapels)
- 610 Exhibition Facilities (museums, art galleries)
- 620 Assembly & Exhibition Facilities Service
- 630 Food Facilities
- 635 Food Facilities Service
- 640 Student Health Facilities

Type of Room Classification cont.

600 GENERAL USE FACILITIES cont.

650 Lounge Facilities (furnished with upholstered furniture, easy public availability)
660 Merchandising Facilities
670 Recreation Facilities
690 Other General Use

700 SUPPORTING FACILITIES

710 Data Processing - Computer Facilities
720 Shop Facilities
730 Storage Facilities
740 Vehicle Storage

800 MEDICAL CARE FACILITIES (Not Student)

See Appendix.

900 RESIDENTIAL FACILITIES

Residence for Single Persons

910 Dormitory Bedrooms
911 Dormitory Bathrooms
912 Dormitory Study Areas
913 Dormitory Lounge & Recreation Area
914 Dormitory Kitchenettes
915 Dormitory Counselor Quarters
916 Dormitory Service

920 One-Family Dwellings
930 Multiple Family Dwellings
940 Central Laundry

000 BUILDING SERVICE FACILITIES (non-assignable)

010 Circulation Areas
020 Public Restrooms
030 Janitor Closets
040 Mechanical Rooms

DEFINITIONS OF ROOMTYPES

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or instructional laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Instructional Laboratories and Shops are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is an Instructional Laboratory or Shop.

120 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations; This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly and Exhibition Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group)studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include Laboratory rooms which serve as individual (or independent) study rooms (see 211). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 211). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

211 Special Class and Self-Study Laboratory

Definition: A room used by informally (or irregularly) scheduled classes and/or individual students (self-study) which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: Included in this category are rooms designed and/or furnished with specialized equipment to serve the needs in a particular subject-matter area. The design and/or equipment in such a room normally precludes its use for other areas of study. Stations may be grouped or individualized. Rooms often included in this category are music practice rooms, language laboratories, studios, etc.

Limitations: This category does NOT include laboratory facilities which are used for regularly scheduled classes. It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration schools, or self-study facilities which are intended for general study purposes. For classification of these rooms see 212, 500, and 400.

212 Physical Education Laboratory

Definition: A specially designed room used by regularly scheduled classes which require special equipment for student participation or practice in Physical Education.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, swimming pools and other similar areas used primarily for Physical Education instruction.

Limitations: This category does NOT include Classrooms or Offices. It does NOT include rooms and/or areas which are used primarily for intramurals and/or intercollegiate athletics. It does NOT include outside fields, tennis courts, archery ranges, etc. This category does NOT include the spectator seating area associated with athletic facilities.

220 Class Shops

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. These rooms are equipped or designed for instruction requiring larger amounts of space per student station than instructional laboratories described in 210, 211 and 212).

Description: Included in this category are industrial arts shops, engineering shops, vocational-technical shops, farm and machinery shops and other similar specially-equipped shops used for class instruction in a particular subject-matter area.

Limitations: This category does NOT include Class Laboratories, Special Classes and Self-Study Laboratories, Physical Education Laboratories, Instructional Laboratory and Shop Service Areas or Shop Facilities included under Supporting Facilities. This category does NOT include such rooms as shops used for the operation and maintenance of the physical plant, equipment rooms, stock rooms and other areas which serve the class shops.

230 Instructional Laboratory and Shop Service

Definition: A room which directly serves a class laboratory, Special Class & Self-Study Laboratory, Physical Education Laboratory or Class Shop as an extension of the activities in such a facility.

Description: Included in this category are balance rooms, cold rooms, animal rooms, greenhouses, locker rooms, shower rooms, first aid rooms, dressing rooms, and other similar facilities which directly serve Instructional Laboratories and Shops.

Limitations: This category does NOT include service facilities for Athletic Facilities used for intramurals and intercollegiate athletics, Physical Plant Shops, Non-Class Laboratories and other laboratory and shop facilities which are NOT used primarily for instructional purposes.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation. This category also includes rooms which directly serve Non-Class Laboratories as an extension of the activity in such rooms.

Description: Included in this category are rooms generally referred to as research laboratories and shops and research laboratory-office, as well as stock rooms, greenhouses, dark rooms, animal rooms, etc., which serve research laboratories.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories and shops (see Class Laboratory, Special Class and Self-Study Laboratory or Class Shops). Also NOT included in this category are balance rooms, stock rooms, greenhouses, etc., which directly serve instructional laboratories and shops.

300 OFFICE FACILITIES

310 Faculty Office

Definition: A room used by faculty or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, graduate assistant offices, teaching assistant offices, etc., if these assistants are aiding the faculty in the performance of the faculty's instructional and research duties. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as a Class Laboratory.) A Faculty Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: - This category does NOT include rooms which are equipped both as office and "research laboratory". A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rest on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Faculty Office and Non-Class Laboratory should be made for such rooms when the two areas can be separated easily. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Faculty Office.

311 Other Offices

Definition: A room used by staff or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as administrative offices, clerical offices, student offices and graduate assistant offices. These offices are typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does not include rooms previously defined as Faculty Offices. Graduate assistant offices should be included only if the occupant performs duties other than those described in the Faculty Office definition.

320 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

350 Office and Conference Room Service

Definition: A room which directly serves a Faculty or Other Office (or group of offices) or a Conference Room as an extension of the activities in an office or conference room.

Description: Included in this category are such rooms as file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, office supply rooms, and for Conference Rooms -- kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include centralized mimeograph and printing shops which should be classified as Shop Facilities if they are not used for instructional purposes. Also NOT included are kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Facilities).

400 STUDY FACILITIES

410 Study and Stack Room

Definition: A room used to study books or audio-visual materials on an individual basis and/or a room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, library stacks, open-stack reading rooms, separate rooms containing musical scores, records and tapes, and other similar rooms which are intended for general study purposes and shelving of books. Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc.

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices; audio-visual film and tape libraries which generally serve groups (rather than individuals) which are classified as AV-Radio-TV Facilities; and separate tape storage rooms for language laboratories. Also, NOT included in this category are all types of classrooms, laboratories and shops; study rooms in dormitories; book-shelf space in classrooms, laboratories or offices; and waiting rooms or lounges.

450 Study and Stack Room Service

Definition: A room which serves a Study and Stack Room as a supporting service or as a direct extension of the activities in such rooms.

Description: Included in this category are rooms generally referred to as a card catalog, circulation desk, bookbinding, microfilm processing, audio-visual record- playback equipment for distribution to individual study stations, closets, locker space, coat-rooms, etc. When card catalogs and circulation desks are in a large study area the space occupied by these items should be deducted from stack and study room and reported in this service category.

Limitations: This category does NOT include such library space as: offices for staff (which are classified as offices); acquisitions work areas (which are classified as offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and instructional facilities for Library Science staff.

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units and a room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms, supply rooms, weapon rooms, etc.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices. Do Not include in this category rooms which the institution does not have the authority to use.

520 Athletic Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields" and fieldhouses used primarily for intramurals and/or intercollegiate athletics.

Limitations: This category does NOT include rooms used primarily for instruction of Physical Education. Physical Education Facilities should be included in Physical Education Laboratories. This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc. The primary use of such areas as gymnasiums and swimming pools should determine the category in which they will be reported.

521 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, natatoria and stadia.

Limitations: This category does NOT include temporary or moveable seating areas.

525 Athletic Facilities Service

Definition: A room which directly serves an Athletic Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc., which are used primarily for intramurals and/or intercollegiate athletics.

Limitations: This category does NOT include public toilet rooms or service facilities for Physical Education Laboratories.

530 Audio-Visual, Radio, T. V. Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media and rooms which directly serve these facilities as an extension of the activities in such facilities.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and film library, tape library, control rooms, video tape recorder rooms, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Special Class Laboratories (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary) denistry, and student health care and a room which directly serves a clinic as an extension of the activities in a clinic.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms, waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Instructional Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Instructional Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Instructional Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

570 Farm Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies and tools.

Description: Farm Facilities include barns, animal shelters, sheds silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Farm Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories etc., should be classified as Non-Instructional Laboratories.

590 Other Special-Use Facilities

A category of last resort. Before categorizing any room as other Special-Use Facility, you should discuss this with the Commission staff.

Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

605 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theatres, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

610 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

620 Assembly and Exhibition Facilities Service

Definition: A room which directly serves an Assembly or Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes: (1) For Exhibition - work rooms for the preparation of materials and displays, vault or other storage for works of art, check rooms, (2) For Assembly check rooms, dressing rooms, coat rooms, ticket booths, green rooms, make-up rooms, costume storage, control rooms, property storage, and other similar rooms.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service. Lobbies and public restrooms are non-assignable space and should be classified as Building Service Areas.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large and Dining facilities in residence halls (or separate facilities serving a group of residence halls).

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large and Service areas to Food Facilities in a residence hall, (or a facility serving a group of residence halls.)

640 Student Health Facilities

Definition: A room used for the medical examination or treatment of students and a room which directly serves a Student Health Facility as an extension of the activities in such a facility.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, dispensaries, records rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

650 Lounge Facilities

Definition: A room used for rest and relaxation and a room which directly serves a lounge, such as a kitchenette.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Building Service. Lounge areas in a dormitory should be classified as Dormitory Lounge and Recreation area (#913).

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services and a room which directly serves a merchandising facility as an extension of the activity in that room.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks" motel-hotel rooms, supply closets, storage rooms, freezers, sorting rooms, and private restrooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes even though an admission charge may be assessed for the use of some of these facilities and directly related service rooms.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms, storage closets, equipment issue rooms, cashier desks, and similar areas.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), golf courses, kitchenettes, snack bars, or other Food Facilities.

690 Other General-Use Facilities

A category of last resort. Before categorizing any room as other Special-Use Facility, you should discuss this with the Commission staff.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers and a room which directly serves this facility as an extension of the primary activity.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, card storage, paper form storage, control rooms, plug-board storage, wiring rooms, equipment repair rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office of Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction" "research" "public service", "library", "general administration", etc., can be accomplished separately by the classification of FUNCTION; i. e., independently of this room-type classification.)

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment and directly related service rooms.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, tool supply-storage rooms, materials storage rooms, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, and central stores.

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Instructional Shops or Instructional Shop Service. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service. Materials preparation areas in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage. Engineering drafting rooms serving the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

730 Storage Facilities

Definition: A room used to store materials and a room which directly serves a storage facility.

Description and Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space or with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

740 Vehicle Storage

Definition: A room (or structure) which is used to store and/or service vehicles.

Description: This category includes room (or structures) generally referred to as garages, boat houses, airport hangars, parking ramps, and other maintenance, repairs, and storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Farm Facilities which are used to house farm implements or building maintenance and repair areas which are classified as Shop Facilities.

800 MEDICAL CARE FACILITIES (Not Student)

See Appendix - For MEDICAL CENTER use only

900 RESIDENTIAL FACILITIES

Residence for Single Persons

Definition: A room used for any of the following purposes should be separately classified.

910 Dormitory Bedrooms
911 Dormitory Bathrooms (Non-public)
912 Dormitory Study Area
913 Dormitory Lounge and Recreation Area
914 Dormitory Kitchenettes (Student use only)
915 Dormitory Counselor Quarters
916 Dormitory Service (Laundry, Mail Room, Ironing Room, Luggage Storage Room and Vending Machine Rooms.)

Limitation: Rooms in a residence hall which serve primarily as class-rooms should be classified as classrooms. Food facilities located in a residence hall should be classified as Food Facilities.

920 One-Family Dwelling

Definition: A facility provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

940 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

000 BUILDING SERVICE FACILITIES (NON-ASSIGNABLE)

010 Circulation Area

Definition: An enclosed area used by persons to get to various locations in a building.

Description: Included in this category are such areas as corridors, stairways, elevators, etc.

Limitation: This category does NOT include covered walkways or stairways which are not inside the exterior walls of a building.

020 Public Restrooms

Definition and Limitation: Toilet areas open to the student body at large and/or the public. Private toilets should NOT be included in this category. They should be included as a Service Facility to the facility which they directly serve.

030 Janitor Closets

Definition: A room which is used to store janitorial cleaning supplies and equipment for a building.

Limitation: This category does not include rooms which are used to store large quantities of janitorial cleaning supplies and equipment which will be used in several buildings. Rooms of this type should be classified as Storage Facilities-See #730.

040 Mechanical Room

Definition: A room which serves the purposes normally performed in the rooms listed in the description.

Description: Included in this category are such areas as public telephone booths, heating and air conditioning equipment rooms, telephone equipment rooms, etc. These rooms will be in buildings which have self-contained heating and air conditioning units as well as in central heating and air conditioning plants.

FUNCTION OF ROOM CLASSIFICATION

10 INSTRUCTION

20 RESEARCH

30 PUBLIC SERVICE

40 LIBRARY

50 ORGANIZED ACTIVITIES RELATED TO INSTRUCTION

60 PHYSICAL PLANT OPERATION AND MAINTENANCE

65 BUILDING SERVICE FACILITIES (Non-Assignable for Educational & General)

70 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

80 AUXILIARY ENTERPRISES

90 NON-INSTITUTIONAL AGENCIES

00 UNASSIGNED

- 01 Inactive Space
- 02 Alteration or Conversion
- 03 Unfinished (under construction)

DEFINITION OF FUNCTION OF ROOM CLASSIFICATION

10 **INSTRUCTION:** Any activity the primary objective of which is the transmission or dissemination of knowledge to college students on a group or individual basis for which credit is awarded, including that portion of graduate instruction involving organized classes.

Examples of the types of rooms often wholly allocated to this function are classrooms, class laboratories, related service facilities and faculty offices occupied by faculty primarily engaged in teaching or the administration of an instructional area or areas. Areas used for "organized activities relating to educational departments" such as laboratory schools and demonstration facilities should not be included here. (See #50).

20 **RESEARCH:** Any activity of which the primary objective is the discovery or application of knowledge and which takes place in an enclosed area primarily used for non-class related research activities. Offices included are those of personnel whose official institutional load is at least one-half time in departmental, organized or support research. Related service facilities are those primarily used to support the foregoing activities.

Examples of the types of rooms often wholly allocated to this function are non-class laboratories, offices assigned to research personnel, and related services facilities.

30 **PUBLIC SERVICE:** Any activity the primary objective of which is to make available to the general public the benefits of the instructional and/or research activities of an institution of higher education. This definition is intended to include actvities of a cultural nature as well as activities frequently described as "extension", "correspondence", or "adult and continuing education".

Examples of the types of rooms wholly allocable to this function are classrooms and offices used exclusively for extension, correspondence, or continuing education programs.

40 **LIBRARY:** The orderly collection, storage and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of a "Director of Libraries" and are available for use by more than one department within an institution of higher education should be included in this category.

50 **ORGANIZED ACTIVITIES RELATED TO INSTRUCTION:** Activities organized and operated in connection with educational departments and conducted primarily as necessary parts of the work of these department s.

Examples of the types of facilities often allocated to this function are laboratory schools and demonstration facilities including in many cases college farms. Do not include in this category rooms which are used primarily for research and/or public service.

60 PHYSICAL PLANT OPERATION AND MAINTENANCE: An activity the primary objective of which is to plan, operate and maintain the physical plant.

Examples of the types of rooms often allocated to this function are physical plant offices, carpenter shops, plumbing shops, vehicle storage areas and other similar areas which are used primarily to service the Educational and General buildings and grounds.

65 BUILDING SERVICE FACILITIES (Educational and General): Areas of buildings the primary objective of which is to serve the various assignable rooms and activities of a building. These areas are usually referred to as non-assignable.

Examples of such areas include corridors, stairways, private toilets, janitor closets, air conditioning rooms and all such rooms included under Building Service Facilities (000). Do NOT include this type room if it is located in an Auxiliary Enterprise building. (See #80).

70 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES: Any activity the primary objective of which is the orderly planning and operation, on an institution-wide basis, of the instruction, research and/or public service functions of an institution of higher learning which cannot practically be classified under functional room use codes 10 through 65.

Examples of rooms which should be reported in this category are those used to perform the following functions: governing board, president, vice presidents, dean of faculties, business office, director of public relations and information, registrar, dean of student affairs, dean of men, dean of women, etc.

80 AUXILIARY ENTERPRISES: Any enterprise operated primarily for service to students, staff and in some instances the general public which is intended to be financially self-supporting even though they are supplemented with educational and general funds.

Examples of rooms which should be reported in this category are those used to perform the following activities: residence halls, dining halls, bookstores, intercollegiate athletic facilities, offices for certain student publications and student organizations, etc. "Building Service Facilities" which serve auxiliary enterprise buildings should be reported here, to the extent they serve auxiliary enterprise functions, rather than under Code #65.

90 NON-INSTITUTIONAL AGENCIES: Public or private agencies not under the supervision or control of the institutional administration, but the facility is owned by the institution.

00 UNASSIGNED: All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

01 Inactive Space: Included in this category are areas which are available for assignment to one of the above functions but are unassigned at the time of the inventory.

02 Alteration or Conversion: Included in this category are areas which are temporarily out of use because they are under alteration or conversion.

03 Unfinished: Included in this category are areas in new buildings or additions to existing buildings which are unfinished at the time of the inventory.

INSTRUCTIONS FOR COMPLETING ROOM, BUILDING AND LAND INVENTORY FORMS

INSTRUCTIONS FOR COMPLETING ROOM INVENTORY FORM

In completing the Room Inventory Form, only one line should be used for each room. Pages should be numbered beginning with "One" and be numbered consecutively for each building. Totals should be given only on the last page of each building. The numbers in parenthesis at the extreme left of the page refer to the spaces on a data processing card which will be devoted to specific space data. These numbers correspond with those found on the Room Inventory Form.

INVENTORY OF ROOMS

(1-2) Institutional Number - Insert in this space the identifying number assigned to your institution. (See Appendix for list of institutional numbers.)

(3-12) Building Name - Enter the official name or an abbreviation of the building name in ten or less spaces.

(13-16) Building Number - Enter the official number of the building in these four spaces.

(17-20) Room Number - Enter the number which has been assigned to the room. If the room is not numbered, assign a number to it and place a temporary room number marking on the door of the room for subsequent ease of location.

(21-23) Room Type Code - Insert in this column the appropriate three-digit number which has been assigned as an identification for a type of room. Study the definition for "Type of Room Classification" carefully before a code is assigned to any room. Example -- if the room is used as a faculty office, the number 310 should be inserted in this column.

(24-25) Functional Use Code - Insert in this column the two-digit number found in the definition for "Function of Room Classification" which most appropriately describes the broad area of institutional operation served by the room. Example -- if the faculty office previously described is occupied by a person who devotes most of his time to instruction, the number 10 should be inserted in this column.

(26-30) Assignable Square Feet - The number placed in this column should be the square feet rounded to nearest square foot of usable interior area in a room. (See the definition for "Assignable Square Feet" in the General Definitions for the method to be used in calculating this area.)

(31-33) Number of Actual Stations - The number of chairs, seats, etc., located in a room as of the date of the space inventory. (See the definition of "Station" in the General Definitions.) This column should be completed only for rooms which have been assigned the following Room Type Codes: 110, 210, 211, 212, 220, 310, 410, 521, 605, 630, 650, 910, 912, 913.

(34-36) Number of Optimum Stations - The number of stations that could be contained in a room without hampering materially the activity. (See the definition of "Station" in the General Definitions.) This column should be completed only for rooms which have a response in the "Number of Actual Stations" column.

UTILIZATION OF ROOMS

The following information requested for each room is related to its utilization. The information entered in these columns of the Room Inventory Forms should reflect the utilization of the room as of the third Monday following the first day of the 1967 Fall semester.

Class Hours Scheduled - The number of class periods scheduled per week.

(37-38) Day (until 5 p. m.)

(39-40) Night (beginning at 5 p. m.)

(41-42) Total (all)

This information is requested only for those rooms which have been assigned the following Room Type Codes: 110, 210, 212, 220.

A Class Period (hour) is a unit of time approximating one (1) hour. Generally, a class period consists of 50 minutes of instruction, with an allowance of 10 minutes for changing classes. A class meeting scheduled for an hour and a half, which in most colleges would amount to 75 to 80 minutes of actual instruction, should be considered as 1.5 class periods.

EXAMPLE: Assume a general classroom is scheduled from 9 a. m. to 11 a. m., and from 1 p. m. to 3 p. m. on Mondays, Wednesdays and Fridays. This would be four (4) hours per day for three (3) days a week, for a total of 12 class periods (hours) per week. Further, assume the same room was scheduled on Saturday mornings from 8 a. m. to 9 a. m., and on Wednesday nights from 7 p. m. to 8:30 p. m. This would increase the hours-per-week scheduled by two and one-half (2-1/2) hours to a total of 14-1/2 hours per week.

Day and Night Utilization - The total hours scheduled per week will be divided into hours scheduled during the day (until 5 p. m.) and hours scheduled at night (beginning at 5 p. m.). This example would appear on the Room Inventory Form as follows:

Class Hours Scheduled Per Week		
Day	Night	Total
13.0	1.5	14.5

Student Hours Scheduled - The actual student station occupancy in a room times the number of class periods (hours) these stations are occupied per week.

(43-47) Day (until 5 p. m.)

(48-52) Night (beginning at 5 p. m.)

(53-57) Total (all)

This information is requested only for those rooms which have been assigned the following Room Type Codes: 110, 210, 212, 220.

EXAMPLE

The following form is for illustration purposes only. You may or may not choose to use this form as means of summarizing the number of student hours scheduled per week in a specific room:

Example

STUDENT HOURS SCHEDULED PER WEEK

Building Jones Hall Room Number 208

Course No. (1)	Number of Hours Class Meets Per Week (2)	Number of Students in Class (3)	Student Hours Scheduled Per Week (Column 1 times Column 2)		
			Day (until 5 p. m.) (4)	Night (after 5 p. m.) (5)	Total (all) (6)
BAN 214	3	24	72		72
MS 424	4	20	80		80
EH 313	3	30		90	90
EH 313	3	35	105		105
EH 313	3	26	78		78
Total	16	///////	335	90	425

The "Example" form shown above was completed for room number 208 of Jones Hall. The first example shown on this form is for course number BAN 214 which is a business administration course offered for four credit hours. This course requires four class meetings per week consisting of three lecture meetings in room 208 of Jones Hall and one laboratory meeting in room 107 of Smith Hall. The twenty-four (24) students enrolled in this course attend class three (3) hours per week (MWF 9 a. m. to 10 a. m.) in room 208 of Jones Hall for a total of 72 student hours per week. Since the class meets before 5 p. m. the 72 student hours were inserted in Column (4) - Student Hours Scheduled--Day. The same procedure was followed for the portion of the other four courses which are taught

in room 208 of Jones Hall. The number of hours the class meets per week, the number of students enrolled in the class and the hour or hours the class meets (before or after 5 p. m. - Day or Night) was determined for each course taught in this room. Column numbers (2), (4), (5) and (6) were then totaled.

The information in this example should be transferred to the Room Inventory Form as follows:

Student Hours Scheduled Per Week		
Day	Night	Total
335	90	425

This same procedure should be employed for each room which is used by regularly scheduled classes.

COMMISSION ON COORDINATION OF HIGH
ROOM INVENTORY F

Institution (Name)_____ (Number) ____(1-2) Building (Nam

Room No. (17-20)	Room Type Code (21-23)	Functional Use Code (24-25)	Assignable Square Feet (26-30)	Number Actual Stations (31-33)	Number Optimum Stations (34-36)	Class Hours Per	
						Day (37-38)	Nigh (39-
TOTAL	/////	//////////				////	

OF HIGHER EDUCATIONAL FINANCE

TORY FORM

Page No. ____

Completed by _____

ing (Name)_____(3-12) (Number)____(13-16)

s Hours Scheduled Per Week			Student Hours Scheduled Per Week			COMMENTS (If Necessary)
38)	Night (39-40)	Total (41-42)	Day (43-47)	Night (48-52)	Total (53-57)	

INSTRUCTIONS FOR COMPLETING BUILDING INVENTORY FORM

A Building Inventory Form should be completed for each building which is owned, leased and/or otherwise controlled (institution has authority to determine how the building will be used) by the reporting institution. If additional space is needed to respond to any of the questions on this form, insert an asterisk in one of the items under the appropriate heading and place the explanation on the reverse side of the form. Instructions are given for only the items which are not self-explanatory.

Institutional Number - See Appendix for list of institutional numbers.

Building Name and Number - Use the official name and number of the building.

Building Function - Insert in this space the primary type of facilities in the building - i. e., classroom, laboratory, administration, greenhouse, library, student union, armory, physical education, dormitory, barn or a combination of the above.

Number of Rooms and Total Assignable Square Feet - These spaces should not be completed by the institution. The Commission staff will complete these spaces with the information on the Room Inventory Form.

Total Gross Square Feet - See the definition for "Gross Square Feet" in the General Definitions for the method to be used in calculating this area.

Age of Building - The age of the original structure and major additions (an addition the size of which is at least 25 percent of the original structure) should be presented under this heading. If there has been more than one major addition to the original structure, place an asterisk in the space reserved for the age of an addition and report the age of each addition on the reverse side of this form.

Building Appraisal - The appraised value, as reported in the latest appraisal for insurance purposes, of the building and its contents should be reported in these spaces.

Condition of Building - Mark the item which most adequately describes the condition of the building according to the definitions for "Building Condition Classification" in the General Definitions.

Plans for Future Use of Building - This information should be provided for a building which is classified as temporary or obsolete under the heading entitled, "Condition of Building".

Continue to Use for Next Ten Years - Check one or more of the items under this heading which describes the work required to render this building usable for the next ten years. Insert at the right of the item checked an architect's estimate of the cost, if available, of the required work.

Discontinue Use - If the condition of the building is such that it would not be economically feasible to renovate or if the building is not of sufficient historical value, one of the two items under this heading should be checked and an approximate date for the removal of the building should be indicated. In responding to this item, please assume that funds would be available to replace the building which should be removed from the campus.

Number of Units in Building - This should be completed for Residential Facilities Only. A unit may be a single room as a dormitory for single students or a group of rooms as in a house or apartment which is designed to accommodate a family.

Number of Units Occupied - Complete this for multiple family dwellings only. This refers to the number of units occupied as of the third Monday following the first day of classes of the 1967 Fall semester.

Number of Actual and Optimum Stations - The information requested here should not be inserted by the institution since the Commission staff will complete this from the information on the Room Inventory Form.

Number of Occupants - This should be completed for Single Student Residence only. Report the number of single students assigned to a building as of the third Monday following the first day of classes of the 1967 Fall semester.

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BUILDING INVENTORY FORM

Page No. _____

Institution Name _____ Number _____ Completed by _____

Building Name _____ Number _____ Building Function _____

No. of Rooms _____ * Total Assignable Sq. Ft. _____ * Total Gross Sq.Ft. _____

Portion of Bldg. which is:
Air Cond. _____ Sq. Ft.
Not Air Cond. _____ Sq. Ft.

Age of Building:
Orig. Structure _____ years
Major Addition _____ years

Bldg. Appraisal
Bldg. $ _____
Contents _____
Total $ _____

Year Appraisal Made _____

Construction Type:
( ) Wood Frame
( ) Masonry
( ) Steel Frame
( ) Reinforced Concrete
( ) Other

Institutional Control of Building:
( ) Owned
( ) Leased
( ) Other _____

Condition of Building
( ) Temporary
( ) Permanent
( ) Obsolete

PLANS FOR FUTURE USE OF BUILDING

(Complete the following for Buildings Classified as Temporary or Obsolete Only)

Continue to Use for Next Ten Years:
( ) with major maintenance
( ) with major alterations
( ) with minor alterations

Estimate Cost of Work:
$ _____
$ _____
$ _____

Discontinue Use:
( ) After limited time only _____ (date)
( ) At earliest opportunity _____ (date)

(Complete the following for Residential Facilities Only)

Residence For:
( ) Single Student
( ) Married Student
( ) Faculty or Staff
( ) Guest

Number of Units in Building _____
Number of Units Occupied _____ (multiple family dwellings only)

Single Student Residence Only

Number of Actual Stations _____ *
Number of Optimum Stations _____ *

Number of Occupants _____

Commission Staff's Remarks:

*To be completed by Commission staff.

INSTRUCTIONS FOR COMPLETING LAND INVENTORY FORM

Only one Land Inventory Form should be completed by each institution. The completed Land Inventory Form should account for all lands owned, leased and/or otherwise controlled by the reporting institution. If additional space is needed to respond to any of the questions on this form, insert an asterisk by the questions and place the explanation on the reverse side of the form. Instructions are given for only the items which are not self-explanatory.

Institutional Number - See appendix for list of institutional numbers.

Location of Land - The total number of acres reported here should agree with the total acres reported under the heading entitled Institutional Control of Land.

Institutional Book Value of Land - Report the value of all land owned by the reporting institution as recorded on the accounting records of the institution. Indicate the method used in recording land on the accounting records, i.e., - is it recorded at the actual cost to the institution or is an appraised value used.

Estimated Value of Land Adjacent to Campus - This refers to the cost per acre of land which surrounds your main campus. If an independent appraisal has not been recently performed, secure this information from an institutional staff member who is knowledgeable about land costs.

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LAND INVENTORY FORM

Institution Name _____ Number ____ Completed by _____

Institutional Control of Land:	No. of Acres
1. Owned in Fee Simple(Unrestricted Rights of Disposition). .	
2. Owned with Restricted Rights of Use and/or Disposition. . .	
3. Leased to Institution	
4. Loaned to Institution	
5. Other (specify)_____ . .	
TOTAL ACRES.	

Location of Land:	No. of Acres
1. Main Campus (Include all contiguous land).	
2. One Mile Radius of Campus(but not contiguous with Main Campus)	
3. More than One Mile Radius of Main Campus	
TOTAL ACRES.	

Institutional Book Value of Land $ _____

Book Value was determined by ( ) Cost or ( ) Appraised Value

Estimated Value of Land Adjacent to Campus (Cost Per Acre) $ _____

APPENDIX

APPENDIX "B"

SPACE FOR FUTURE SUPPLEMENTARY INFORMATION

APPENDIX "C"

SPECIAL INSTRUCTIONS FOR U of A MEDICAL CENTER